



## ARIZONA STATE TRAUMA REGISTRY (ASTR)

### TRAUMA DATA SUBMISSION GUIDELINES

Records of patients meeting the ASTR *Trauma Patient Inclusion Definition* must be submitted to the Arizona State Trauma Registry within 90 days of the close of the quarter, according to the following schedule:

Quarter	ED/Hospital Arrival Months	Data Due Date
Quarter One	January 1 – March 31	July 1 of the same year
Quarter Two	April 1 – June 30	October 1 of the same year
Quarter Three	July 1 – September 30	January 2 of the following year
Quarter Four	October 1 – December 31	April 1 of the following year

Trauma data must be submitted in a format authorized by the Arizona Department of Health Services and must include valid entries in all State required fields. All data must be accompanied by a *Trauma Data Quarterly Submission Form*.

The following are acceptable electronic media formats for data submission:

1) The data file and a completed data submission form may be transferred to ASTR using ADHS-approved secure file transfer protocol (sftp).

2) The data file may be delivered to ASTR on compact disc (CD) along with a completed data submission form.

- When mailing data to ASTR, please clearly label CD with the following information:

Name of Facility  
Quarter  
Number of Cases  
ED/Hospital Arrival Dates of Cases Submitted

- Data submitted on CD should be sent by registered courier (requiring a signature upon receipt) to:

Arizona Department of Health Services  
Office of Health Registries  
Attn: Trauma Registry Manager  
150 N. 18th Avenue, Suite 550  
Phoenix, AZ 85007-3248

For questions regarding the Arizona State Trauma Registry, please contact Anita Ray Ng, ADHS Trauma Registry Manager, at (602) 542-1245 or by email at [raya@azdhs.gov](mailto:raya@azdhs.gov).

For more information on Arizona statutes and rules that pertain to the trauma registry, please refer to A.R.S. Title 36, Chapter 21.1 and A.A.C. Title 9, Chapter 25.